

Message Text

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USSS-00 OPR-02 A-01 OIC-02 PRS-01 OC-05 CCO-00 /049 R

DRAFTED BY S/S-S:PEBARBIAN:MDL

APPROVED BY S/S: JPMOFFAT

S/S-S:REWOODS

S/S-O:RKUCHEL

S/S-EX:JMORAN

S:DCGOMPERT

A/O:CANGULO

----- 017806

O 141916Z MAY 75

FM SECSTATE WASHDC

TO AMEMBASSY ROME IMMEDIATE

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E.O. 11652:N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: PRESIDENT'S VISIT: SUPPORT FOR THE SECRETARY OF

- STATE - OVERALL SECRETARIAT REQUIREMENTS

TWO ADVANCE TEAMS FROM THE DEPARTMENT OF STATE WILL BE INVOLVED IN THE PRESIDENT'S AND SECRETARY'S VISIT. THE BUREAU OF ADMINISTRATION, OFFICE OF OPERATIONS (A/O), WHICH PARTICIPATED IN THE PRESIDENTIAL PRE-ADVANCE, WILL SEND ONE ADVANCE TEAM. THE EXECUTIVE SECRETARIAT (S/S) WILL ALSO SEND AN ADVANCE TEAM. WHEN THE SECRETARY TRAVELS WITH THE PRESIDENT, A/O AND S/S COOPERATE IN SUPPORTING THE SECRETARY. YOU SHOULD COORDINATE WITH THE A/O ADVANCE TEAM IN MEETING THE S/S REQUIREMENTS SET FORTH IN THIS CABLE.

1. THE PRIMARY SECRETARIAT (S/S) FUNCTION IS TO PROVIDE
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INFORMATION SUPPORT FOR THE SECRETARY AND HIS STAFF. IT

ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY.

2. THE REQUIRE-

MENTS LISTED BELOW SHOULD BE INCLUDED IN YOUR PLANNING FOR THE PRESIDENT'S VISIT, COORDINATED WITH THE A/O ADVANCE TEAM, AND ADAPTED AS NECESSARY IN LIGHT OF LOCAL CONDITIONS. IF ADAPTATIONS PROVE NECESSARY, PLEASE INFORM THE DEPARTMENT OF WHAT ALTERNATIVE PLANS ARE BEING MADE. SLUG CABLES FOR "S/S."

3. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO PAUL BARBIAN AND SECRETARY MICHELLE LEVERING WILL ARRIVE WITH THE PRESIDENT'S PARTY.

4. THE S/S TEAM SHOULD BE MET ON ARRIVAL AND ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL.

5. SCHEDULING: THE A/O ADVANCE TEAM WILL PREPARE A SEPARATE SCHEDULE FOR THE SECRETARY. ALL SCHEDULING QUESTIONS RELATED TO THE SECRETARY SHOULD BE COORDINATED WITH A/O ADVANCE AND S/S. THE FOLLOWING INFORMATION IS PARTICULARLY HELPFUL:

- TIME AND LOCATION OF PROPOSED MEETINGS AND EVENTS;
- SUGGEST PARTICIPANTS ON BOTH SIDES FOR EACH EVENT;
- ANTICIPATED PRESS ARRANGEMENTS, IF ANY.

APPROXIMATELY 36 HOURS BEFORE THE ARRIVAL OF THE PRESIDENT AND SECRETARY, POSTS SHOULD PROVIDE A CURRENT, COMPLETE SCHEDULE FOR THE SECRETARY BY IMMEDIATE CABLE. THE CABLE SHOULD BE SLUGGED "DELIVER TO S/S FOR THE LIMITED OFFICIAL USE

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SECRETARY OF STATE."

6. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE COORDINATE WITH A/O ADVANCE PREPARATION OF THANK YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS. THE NOTES SHOULD BE DELIVERED TO S/S UPON ARRIVAL.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE
ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI,
AP OR REUTERS NEEDED. FIFTEEN PACKAGES OF CAREFULLY
SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S
UPON ARRIVAL AND AT TWO-HOUR INTERVALS THEREAFTER.
PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE
ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPER-
VISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE
S/S TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PRO-
CEDURES. FIFTEEN COPIES OF ENGLISH-LANGUAGE NEWSPAPERS
AND FIFTEEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE
AVAILABLE TO S/S UPON ARRIVAL.

7. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED

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SECRETARIES WILL BE REQUIRED THROUGHOUT THE VISIT TO WORK
WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE
AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORTHAND
AND TYPING SKILLS ARE ESSENTIAL.

B. COURIER SERVICE WILL BE REQUIRED TO LINK S/S,
C&R AND THE SPECIAL ASSISTANTS' OFFICE. SPECIFIC SETUP
FOR EACH POST SHOULD BE REFERRED TO DEPARTMENT (S/S)
FOR APPROVAL.

8. TDY ASSISTANCE:

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ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS,
MARINES, ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU
AND COORDINATED WITH THE A/O ADVANCE UPON ARRIVAL.

9. OFFICE ARRANGEMENTS (TO BE COORDINATED WITH A/O
ADVANCE)

A. SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM
CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE
STAFF OF TWO OFFICERS AND THREE SECRETARIES, NEAR THE
SECRETARY'S ACCOMMODATION IF AT ALL POSSIBLE. REQUIRE-
MENTS:

- FOUR DESKS OR WORKING TABLES
- THREE TYPEWRITERS AND TYPEWRITER STANDS

- OFFICE SUPPLIES AND FORMS
- COPY MACHINE (IF POSSIBLE)

B. SUPPORT OFFICES:

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

EXECUTIVE SECRETARIAT STAFF (S/S): TWO (2) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE SENIOR STATE DEPARTMENT STAFF.

EQUIP WITH FOUR DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

C. OFFICE MACHINES:
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TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

10. GROUND TRANSPORTATION:

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

- A. ONE VEHICLE FOR THE SPECIAL ASSISTANTS
 - B. ONE VEHICLE FOR THE S/S TEAMS
 - C. VEHICLES FOR COURIERS (SEE 7B ABOVE)
- KISSINGER

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